

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

**Position Title:** Operations Support Specialist #16-03  
**Location:** Amarillo, Texas  
**Closing Date:** Open Until Filled  
**Salary/Range:** CL-24/25 (\$35,055 - \$48,403)

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**POSITION OVERVIEW:** The United States District Court for the Northern District of Texas is recruiting for an Operations Support Specialist in our Amarillo office. The incumbent performs various functions and is responsible for maintaining and processing case information from opening to final disposition, in accordance with approved internal controls, procedures, and rules. The incumbent performs docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, reviewing filed documents to determine conformity and taking appropriate action, ensuring all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

### **REPRESENTATIVE DUTIES:**

1. Opens cases in the electronic case management system. Processes and creates new case files, and assigns case numbers to judges. Dockets initial opening events. Sorts, classifies, and files case records. Maintains the integrity of the filing system to insure the accurate and timely filing of documents.
2. Makes summary entries of all documents and proceedings on the docket in a team-based environment. This includes, but is not limited to, such items as complaints, petitions, indictments, pleadings, motions, responses, minutes, and orders.
3. Provides assistance to the general public, litigants, the bar, and a variety of customers at the intake counter. Collects fees and performs cashiering functions as assigned. Assists with juror summoning and attendance.
4. Reviews documents to determine compliance with federal and local rules and routes copies of documents to proper office(s)/person(s). Distributes orders, notices, and judgments when entered on the docket. Prepares and issues summons and warrants upon order of the court.

5. Ensures that statistical information is accurately reflected when a case is opened or closed and in various entries occurring throughout the pendency of an action. Assists in case management by ensuring the quality of all docket entries using the court's quality control program.

6. Provides assistance in managing judges' caseloads, providing courtroom assistance to the judges, and completing monthly civil and criminal reports when necessary in relief of assigned courtroom deputies.

### **QUALIFICATIONS:**

To qualify for the position of operations support specialist, the candidate should have a minimum of two years of clerical or administrative experience and one year of specialized experience. The candidate should also have experience working in a team environment and possess a strong work ethic. Knowledge of legal terminology and experience handling sensitive material is preferred. The candidate should possess strong organizational, analytical, verbal and written communication skills. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. High school diploma or equivalent is required, and a Bachelor's degree is preferred. Education above the high school level in accredited institutions may be substituted for general experience on the basis of one academic year equals one year of general experience.

### **BENEFITS:**

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

Qualified applicants may submit a **detailed resume** and **salary history** to:

**Human Resources - #16-03**  
United States District Clerk's Office  
1100 Commerce Street, # 1452  
Dallas, TX 75242  
Fax: (214) 753-2247  
Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

**\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.**